

Subject: Three New Materials Management Business Process Procedures Now Available on uPerform

Audience: Procurement Directors, Agency Training Coordinators, AST Leads

The SCEIS Training Team is pleased to announce three new uPerform Business Process Procedures (BPPs) in the area of Materials Management. Below, we have provided information on the topics of the new BPPs, navigation instructions and links to help users access them.

New BPP instructions are now available for the following Supplier Relationship Management (SRM) processes:

- **SRM Approval (How to Name a Substitute Shopping Cart Approver)**
- **SRM Approver (Accessing Inbox for Passive Substitute):** Provides instructions on how a passive substitute approver can access the original approver's inbox to approve shopping carts.
- **SRM Shopping Cart (Carry Out Sourcing with Multiple South Carolina Requirements):** Provides instructions on converting a "Requirement" to one Purchase Order when there are six or more requirements.

Direct Link to the uPerform SRM page where you can find all three new BPPs:

<https://upeform.sc.gov/gm/folder-1.11.11391>

Navigation Instructions from the SCEIS Homepage (www.sceis.sc.gov):

1. Point your mouse to "Training" in the left-hand navigation bar, then select "SCEIS uPerform" from the menu that appears.
2. Once you reach the uPerform site, select "Materials Management (MM)" from the Areas list.
3. From the Materials Management (MM) page, select "Procurement."
4. From the Procurement page, select "Shopping Cart."
5. When you reach the Shopping Cart page, scroll down choose the BPP you need:
 - "SRM Approval (How to Name a Substitute Shopping Cart Approver)"
 - "SRM Approver (Accessing Inbox for Passive Substitute)"
 - "SRM Shopping Cart (Carry Out Sourcing with Multiple South Carolina Requirements)"

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link:

<http://www.sceis.sc.gov/requests/>.